



Old Westbury Gardens

*Thank you for your interest in taking your photographs
here at Old Westbury Gardens.*

*Enclosed is a contract to book your desired date.
Please take note that due to limited time and space,
we can only accept bookings on a "first come, first served"
basis. The enclosed contract must be filled out entirely
and received with the payment indicated.*

*Dates cannot be booked until the contract and
payment is received. An emailed or mailed copy is acceptable.*

Should there be any questions or concerns,

*Please feel free to contact us at
(516) 333-0048 ext. 315*

*Again, thank you for your interest in the beauty of
Old Westbury Gardens.*

Kimberly Di Ciero
Old Westbury Gardens Photography Department

Reservation Form for Photography

Name: _____

Address: _____

Phone: (Day) _____ Evening _____

Email _____

Date of shoot: _____

Time of arrival: _____ Time of Departure: _____

Preferred Sites

**** Please choose three ****

Sessions can be scheduled April through October– Exterior Gardens Only (Interior of house Not Available)

_____ Walled Garden _____ Rose Garden _____ Cottage Garden
_____ South Lawn & Terrace _____ Boxwood Garden _____ Other

Number of guests arriving for photographs _____ Number of cars _____

- **Note**:**
- There is an additional charge for more than 20 guests
 - Your photographer, videographer, etc. do not count
 - All Sessions Must Arrive in their Personally Owned Vehicles

Photographer/Studio Name : _____

Address : _____

Phone Number : _____

Chart of Charges

<i>All sessions must be Completed by 5:00pm</i>	<i>Total Amount Due</i>
<i>Guest count 5 Or less</i>	<i>\$ 150.00</i>
<i>Guest count 6-20</i>	<i>\$ 275.00</i>

****Note****

All sessions are booked for 1 ½ hour intervals.



Payment can be made by check or credit card.

- Check made payable to "Old Westbury Gardens" enclosed*
- Please charge \$ _____ to my credit card*
 - Visa* *Master Card* *American Express* *Discover Card*

Credit card number

Expiration Date _____

Card Security/Verification Code (3 Digit Number on back of Visa/MC/Discover; 4 digits on front of AMEX): _____

Card Holder Name

Signature of cardholder (required)

Old Westbury Gardens

Terms and Conditions

Old Westbury Gardens reserves the right to refuse or cancel any photography reservation with legitimate cause. All bookings are accepted on a "first come, first served" basis. User agrees that locations indicated on the contract are subject to availability and Old Westbury Gardens reserves the right to determine alternate locations. The Garden Guide on site the day of the shoot acts with the authority of Old Westbury Gardens to make decisions relating to the time of admission at selected locations.

The fee for photography includes admission for the entire party on the property during the session. The number of guests on the property (excluding photographers) is not to exceed twenty (20). Should the party exceed this limit, additional charges are as follows:

\$50.00 for additional one (1) to four (4) guests

\$ 75.00 for additional five (5) to nine (9) guests

\$ 100.00 for additional ten (10) to fourteen (14) guests

\$ 200.00 for additional fifteen (15) or more guests

Photography sessions are scheduled for one and one-half (1½) hours. Session begins at the contracted time not upon arrival to Old Westbury Gardens.

Dates will not be booked until a signed contract and the specified payment is received.

A signed confirmation of your booked date will then be sent to you from Old Westbury Gardens and must be presented on your scheduled date for entrance onto the property.

The photography session can be cancelled up to four (4) weeks in advance without penalty. The payment will be refunded in this circumstance. Cancellations made after the four (4) week cut off will forfeit their payment.

Rain Policy: Indoor Photography Not Permitted. If rain is forecasted for the day of your photo session; please be sure to call to cancel at least 24 hours in advance of your scheduled date and time. You may opt to reschedule for another date and time for no additional cost based on availability and Old Westbury Garden's Approval OR you will be refunded the amount paid less a \$50 Cancellation/Processing fee. No refunds will be given if the shoot is cancelled within 24 hours of scheduled start time.

No shows will forfeit full fee.

*Old Westbury Gardens requires a valid Certificate of Insurance be submitted from the photographer/videographer Company specifically stating "Old Westbury Gardens, Inc. is hereby included as additional insured as their interests may appear with respect to operations performed by the named insured" and be listed for \$1,000,000 coverage. **NO PHOTOGRAPHS WILL BE ALLOWED WITHOUT THE CERTIFICATE ON FILE.***

Photographs taken on the grounds of Old Westbury Gardens are to be strictly used by the party for personal/private use and cannot be used commercially by the contracted party or their photographer without written permission of Old Westbury Gardens.

No photography is allowed in the front of Westbury House.

The Guests and photographers must enter the property at 71 Old Westbury Road. They will arrive to the Ticket Booth and be met by Staff or their Garden Guide to be signed into and out of the property.

Absolutely no harm is to be done to any structure, plant, flower or wildlife on the property. Picking, cutting or trampling upon any flower or in any flowerbed is strictly prohibited.

Please do not throw rice, confetti, or birdseed. Do not release balloons. Props of any kind are not permitted. The use of Drones Are Not permitted.

Alcohol is prohibited on the premise. Smoking, Food and beverages are not allowed inside Westbury House or any of the gardens

All vehicles must obey the posted 15mph speed limit, follow all posted traffic signs and remain on roadways at all times. The Garden Guide will direct all vehicles to the best location for parking. Should a guide be absent at the time of your arrival, parking must be at designated locations only.

Facilities are not available at Old Westbury Gardens for the changing of clothing.

User assumes all responsibility and liability for damages or injury to any member of the party, the Westbury House or its grounds.



We have read and agree to abide by the above terms and conditions as well as any decision made by the management or guides of Old Westbury Gardens. A signed copy of this contract will be returned to you upon receipt of full payment and must be presented at the time of arrival at Old Westbury Gardens on your scheduled date. Without this confirmation, Old Westbury Gardens has the right to refuse admission for photography.

Client Name/ Signature _____

Date: _____



*Old Westbury Gardens hereby confirms the above date for photography!
This packet must be presented on your scheduled day.*

Amount Received: _____

Confirmation: _____

Representative: _____

Date: _____